



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
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Weather • Climate • Water
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VACANCY NOTICE NO: 2320
DEADLINE FOR APPLICATION: 26 September 2024

POST	GRADE	DUTY STATION	COMMENCEMENT OF DUTY	NATURE OF APPOINTMENT
Administrative Assistant (3 posts - local recruitment)	G5	Geneva, Switzerland	To be determined	Fixed-term - 2 years
ORGANIZATIONAL UNIT			WMO is committed to achieving diversity and a balanced workforce. Applications are welcome from qualified women and men, including those with disabilities. The statutory retirement age after 1 January 2014 is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.	
DUTIES AND RESPONSIBILITIES Within limits of delegated authority, the incumbents will ensure the functioning of the offices of SG, DSG and ASG respectively and perform the following duties: a) General management of the office, ensuring an environment of professionalism and teamwork at all times, and setting exemplary standards of conduct; b) Efficient and discreet management of the supervisor's schedules; c) Organization of regular and ad-hoc meetings; preparation of summaries of actions to be taken; tracking of progress on planned issues; follow-up with focal points; d) Drafting correspondence, memoranda, and reports on the basis of oral instructions, previous correspondence or other available information sources and making use of all available digital tools; e) Carrying out quality control function for outgoing documents; proofreads and edits texts for adherence for format, grammar, punctuation, and style, and makes sure that they are in line with the internal rules and regulations; f) Assisting in the development of travel plans and making travel and hotel reservations; g) Maintenance of the filing system ensuring safekeeping of confidential materials; h) Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to supervisor; i) Providing assistance in the coordination of corporate activities, special projects and events; j) Independently maintaining and updating relevant data and keeping stakeholders updated on relevant activities; k) Responding to information requests and inquiries from clients; l) Assisting in the preparation of presentation materials using appropriate technology/software; m) Carries out other relevant duties, as required.			QUALIFICATIONS Education Completed secondary school education or equivalent secretarial, commercial, or technical studies with corresponding diploma. Experience A minimum of five (5) years of progressively responsible experience in general office support or similar administrative functions. Other requirements - Demonstrated ability to work with Microsoft 365 applications (Word, Excel, PowerPoint, SharePoint), and Oracle applications. - Experience creating and updating web pages and databases as well as tracking budgets. - Excellent communication and diplomatic skills as well as tact and sensitivity. - Sense of initiative and ability to work with minimum supervision. - Strong planning and organizational skills and familiarity with the administrative procedures and processes of an international organization. - Ability to draft and produce correspondence and documents, to manage workloads within a multi-structured environment and to pay attention to detail. - Ability to work in a multicultural environment and to foster diversity and team spirit. Languages Excellent knowledge of English (both oral and written). Knowledge of French is desirable. Knowledge of other official languages of the Organization would be an advantage. (Note: The official languages of the Organization are Arabic, Chinese, English, French, Russian and Spanish.)	
Possibility of renewal subject to the availability of funds and pending satisfactory performance after an initial probationary period of one year which can be extended up to a maximum of two years.				
SALARY				

Annual net base salary on initial appointment and after deduction for staff assessment is: 78,737

Additional Information:

APPLICATIONS: Applications should be made online through the WMO e-recruitment system at <https://erecruit.wmo.int/public/>. Do not send your application via multiple routes. Only applicants in whom WMO has a further interest will be contacted. Shortlisted candidates may be required to sit a written test and/or an interview.

Date of issue of vacancy notice: 27 August 2024